

<p style="text-align: center;"><b>EXHIBIT 3</b> <b>MINOR REPAIRS/ALTERATIONS</b></p>
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1. Incidental and Minor Repairs: The Contractor shall provide all labor, equipment, and materials necessary to perform all architectural, mechanical, electrical, plumbing and structural repairs to the interior and exterior of the facility and related site improvements (excluding landscaping).

The contractor shall be responsible for the maintenance and repair of all equipment replaced or enhanced by his/her own forces, including subcontractors, during the period of this contract.

A repair is any unscheduled work which is required to prevent a piece of equipment or system component from breakdown/failure; return it to service, enhance, or replace if required. Repairs are considered either Incidental or Minor based on the dollar thresholds in paragraphs a and b below.

General. All repair work shall be performed by qualified in-house personnel unless otherwise authorized by the COTR/PM.

The contractor shall notify the COTR/PM at least 1 week in advance of any scheduled repair work that would be disruptive to building occupants or interfere with normal operations. Those repairs shall be performed outside of Standard Building Occupancy Hours. The Minor Repair Hourly Rate shall be used in calculations to determine whether such repairs will be treated as Incidental or Minor.

- a. Incidental Repairs: Not Exceeding \$2,500.00. All incidental repairs shall be performed by the contractor as part of the monthly contract price, without additional compensation. The contractor shall perform all Incidental Repairs within 24 hours of occurrence of equipment or system failure. The contractor shall not repair any warranted/guaranteed equipment without the prior approval of the COTR/PM.

If the Incidental Repair request for unscheduled work cannot be completed within the time frame above, the Contractor shall obtain approval from the COTR/PM to complete the repair at an agreed upon time.

- b. Minor Repairs: \$2,500.01 - \$100,000: Any Minor Repair requirement shall be immediately reported to the COTR/PM. The contractor shall provide the Government with a written proposal for the repairs within 72 hours. The contractor shall perform repairs upon issuance of a delivery order by designated ordering officials. The Minor Repair limit is \$100,000.00 per order and will not exceed \$500,000.00 total per year. Each employee working on a repair, including subcontractors, must sign-in/sign-out to provide a record of actual hours expended for the repair.

ESTIMATED ANNUAL MINOR REPAIR HOURS: [3600]

Repairs above the Minor Repair threshold are beyond the scope of this contract.

2. Alterations: Not Exceeding \$25,000.00. Minor alterations are changes and improvements to existing occupant and building space(s) and building components. The contractor shall provide the Government with a written proposal for the alterations. The contractor shall perform alterations upon issuance of a delivery order by designated ordering officials. Minor Alterations shall not exceed \$25,000.00 per order will not exceed \$250,000.00 total per year.

ESTIMATED ANNUAL MINOR ALTERATION HOURS: [6000]